Electronic Document Management Service

EDMS

Defense Distribution Center
City, ST (DDxx)

September 9, 2002

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Agenda

- ▶ Introductions
- ▶ Purpose of Visit
- ▶ Current Solution
- ▶ DAPS Vision
- ▶ Target Sites
- ▶ Deployment Plan

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Purpose of Visit

- ▶ Present DAPS/DDC EDMS document management solution
- ▶ Conduct site requirements analysis
  - ▶ Become familiar with Receiving, Transportation, Inventory processes
  - ▶ Identify most frequently used documents
  - ▶ Discuss technical requirements
  - ▶ Discuss physical system infrastructure
- ▶ Discuss any other scanning needs or desires
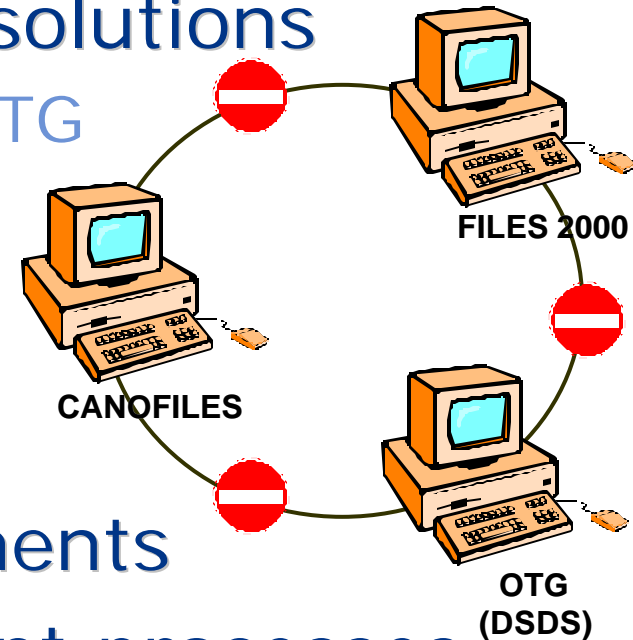
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Today's Environment

▶ **Variety of Forms; multiple revisions and versions**

- ▶ 22 centers process numerous documents
- ▶ Receipt, transportation, inventory, etc.

▶ **Variety of standard and non-standard documents, for example:**

- • DD1149 - Requisition & Invoice Shipping Document
- • DD250 - Material Inspection & Receiving Report
- • DD1348 - Issue Release/Receipt Document
- • DD1155 - Order for Supplies and Services
- • Government Bills of Lading (GBL)
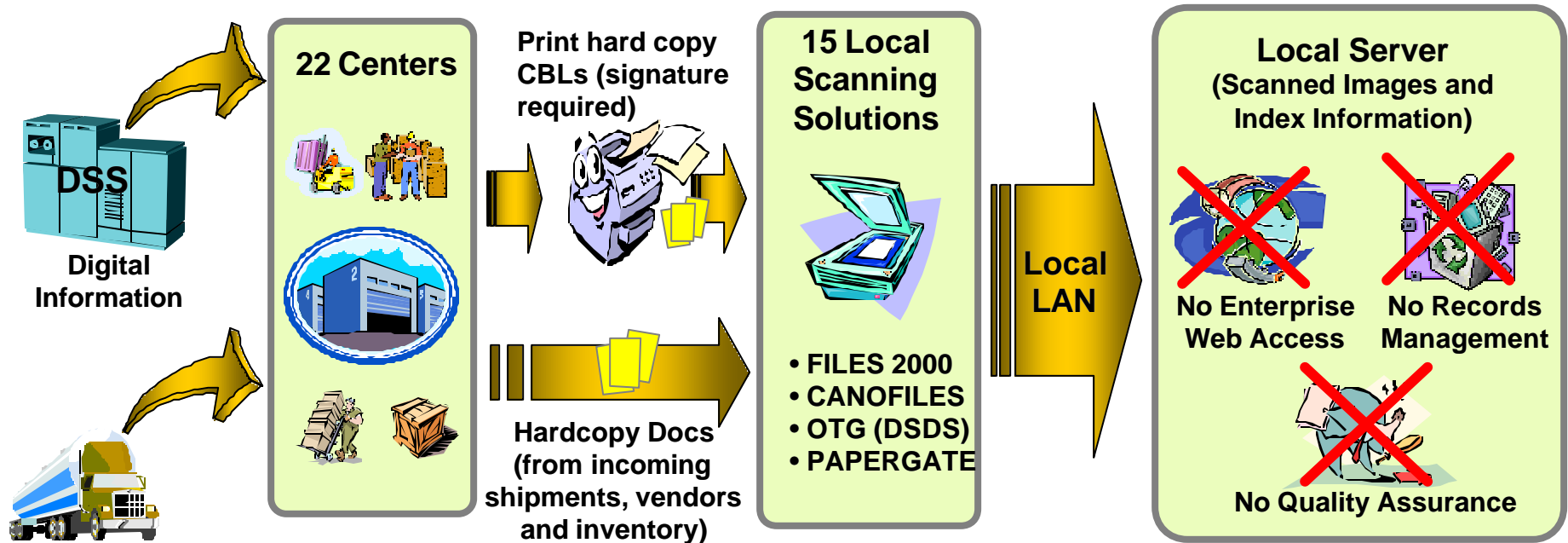- • Commercial Bills of Lading (CBL)

21.6M Docs Per Year

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Today's Environment (cont'd)

- ▶ Diverse site-level scanning solutions
  - ▶ FILES 2000 – CANOFILES – OTG
- ▶ No automated solutions at some sites
- ▶ Non-integrated systems
- ▶ Does not meet RM requirements
- ▶ Manually intensive, inefficient processes
- ▶ Extensive warehouse storage
 - ▶ Non-uniform site-level document storage

FILES 2000

CANOFILES

OTG (DSDS)

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Existing Solution

DSS

Digital Information

22 Centers

Print hard copy CBLs (signature required)

15 Local Scanning Solutions

- FILES 2000
- CANOFILES
- OTG (DSDS)
- PAPERGATE

Hardcopy Docs (from incoming shipments, vendors and inventory)

Local LAN

Local Server (Scanned Images and Index Information)

No Enterprise Web Access

No Records Management

No Quality Assurance

Seven Distribution Centers do not employ a site level automated solution. Source documents are boxed and stored onsite.

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DAPS Vision

▶ Establish a uniform, DDC-wide document scanning and management solution

- ▶ Standard imaging solution to capture all documents
- ▶ Automated scanning and indexing process
- ▶ Integrated with operating environment (DSS)
- ▶ Enterprise strength solution

▶ COTS components

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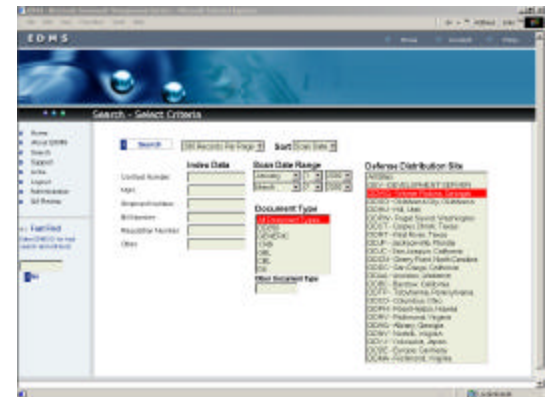
DAPS Vision (cont'd)

- ▶ **Robust web-based search and retrieval**
  - ▶ Centralized repository
  - ▶ Retrieval of images and data
  - ▶ Archive and backup capability
  - ▶ Enterprise metrics reporting
  - ▶ DoD 5015.2 compliant RM
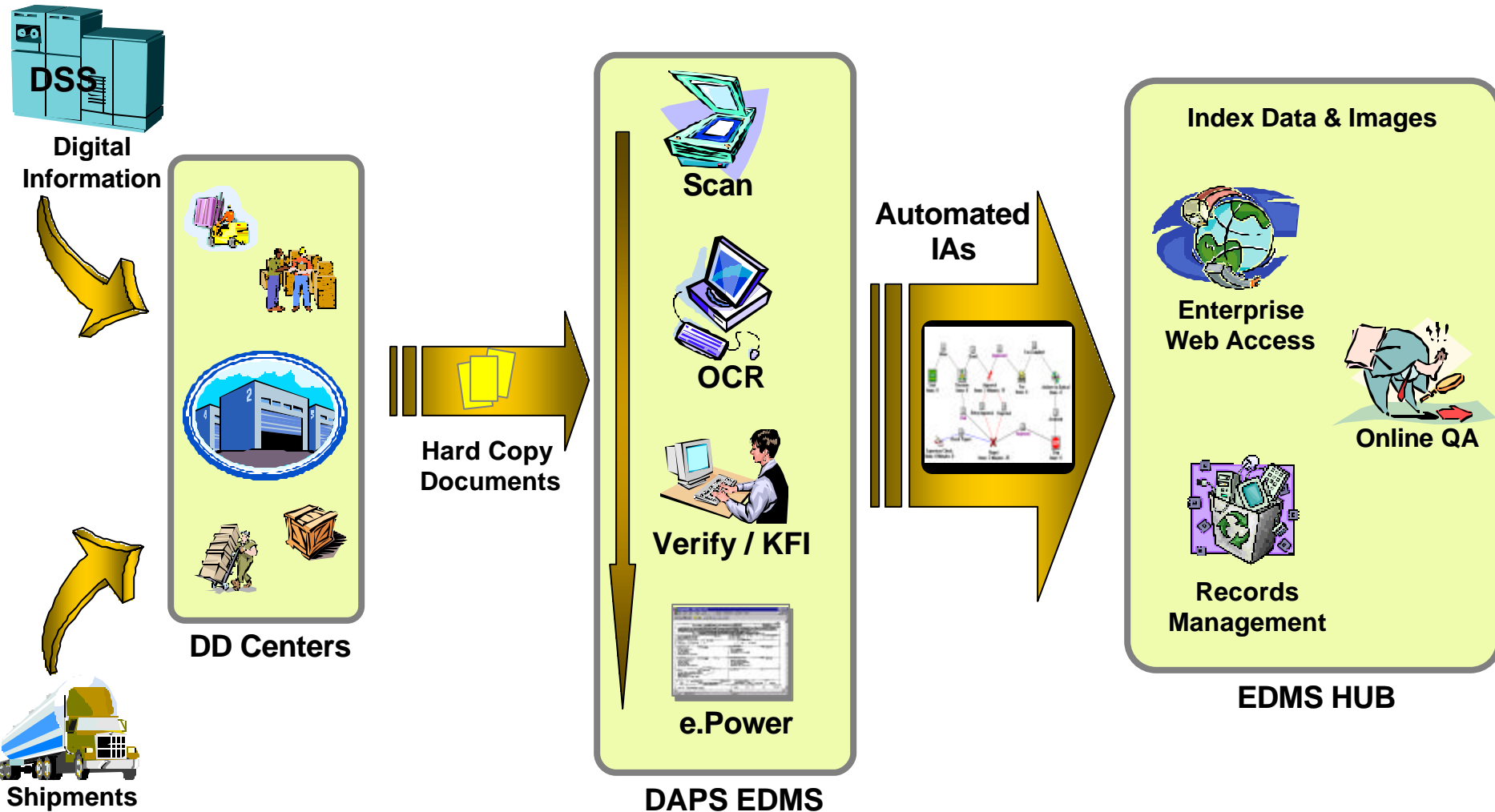- ▶ **Automated Workflow throughout document life-cycle**
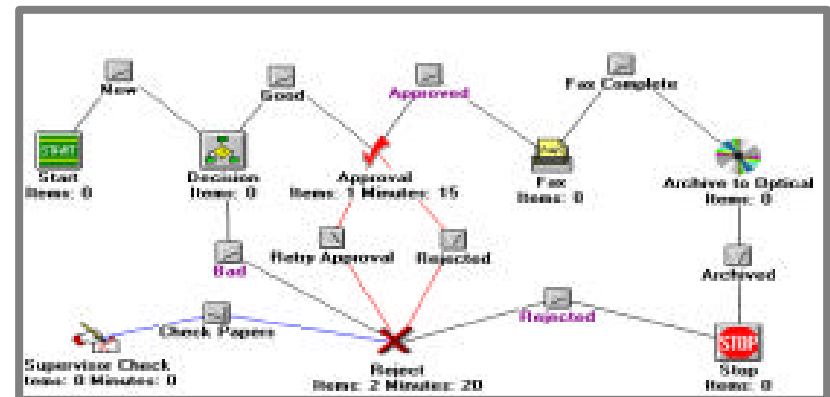
DAPS Vision (cont'd)

- ▶ System capability offered as a service
  - ▶ DAPS will provide
    - – Acquisition of components
    - – Labor for deployment and on-going support
    - – Phased document support
  - ▶ Document capture integrated into DDC work process
    - – Common solution tailored to each site
  - ▶ DAPS already assisting with document conversion services at several locations
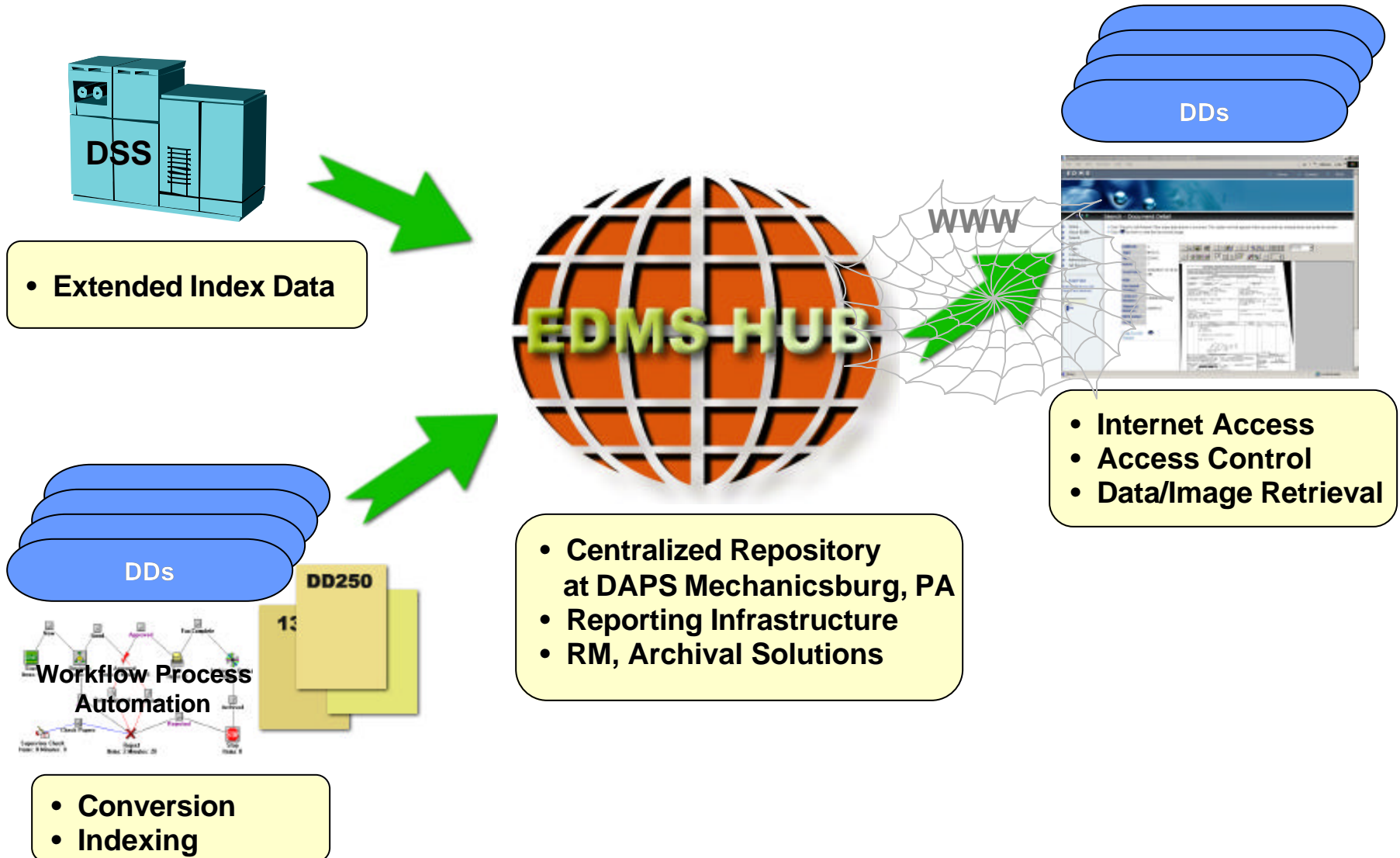   - – DDWG, DDHU, DDOO, DDPW, DDCT, DDAG, DDJC, DDDC, DDSP

Funding Overview

- **DDC reimbursing DAPS for:**
  - System design, development, hardware, software, deployment, and training
  - Operations and Maintenance costs including:
    – Contracted hardware and software maintenance, license renewals, contracted post-deployment technical support, help desk services, and DAPS Program Management and technical support (e.g. Hub operations)
  - DDC reimbursement is managed through DAPS Mechanicsburg
- **DDC is budgeting for and centrally funding document conversion costs (EDMS processing)**
  - Available funding based on the estimates provided by the individual centers
  - Funds centrally managed by DAPS Mechanicsburg

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EDMS Solution

DSS

Digital Information

Shipments

DD Centers

Hard Copy Documents

Scan

OCR

Verify / KFI

e.Power

DAPS EDMS

Automated IAs

Index Data & Images

Enterprise Web Access

Online QA

Records Management

EDMS HUB

EDMS Hub

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DSS

- **Extended Index Data**

DDs

- **Conversion**
- **Indexing**

Workflow Process Automation

DD250

13

EDMS HUB

WWW

DDs

- **Internet Access**
- **Access Control**
- **Data/Image Retrieval**

- **Centralized Repository at DAPS Mechanicsburg, PA**
- **Reporting Infrastructure**
- **RM, Archival Solutions**

Scan & OCR

Data Transfer To Hub

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DD Centers

EDMS Hub

① **Index Data is transmitted immediately**

② **Hub Requests Image file**

③ **Image is Transmitted**

Local Database

Centralized Database

QA

Web Access
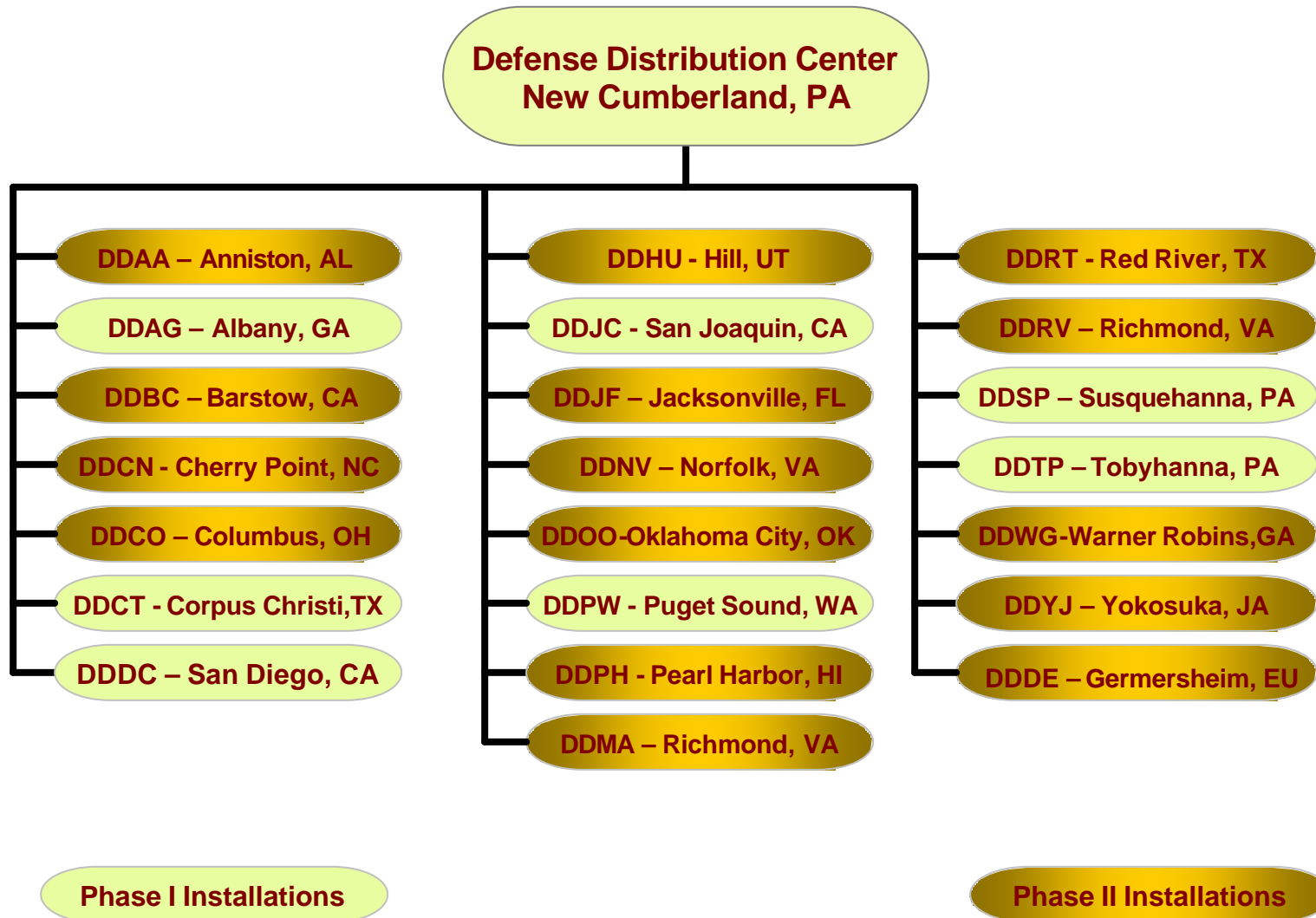
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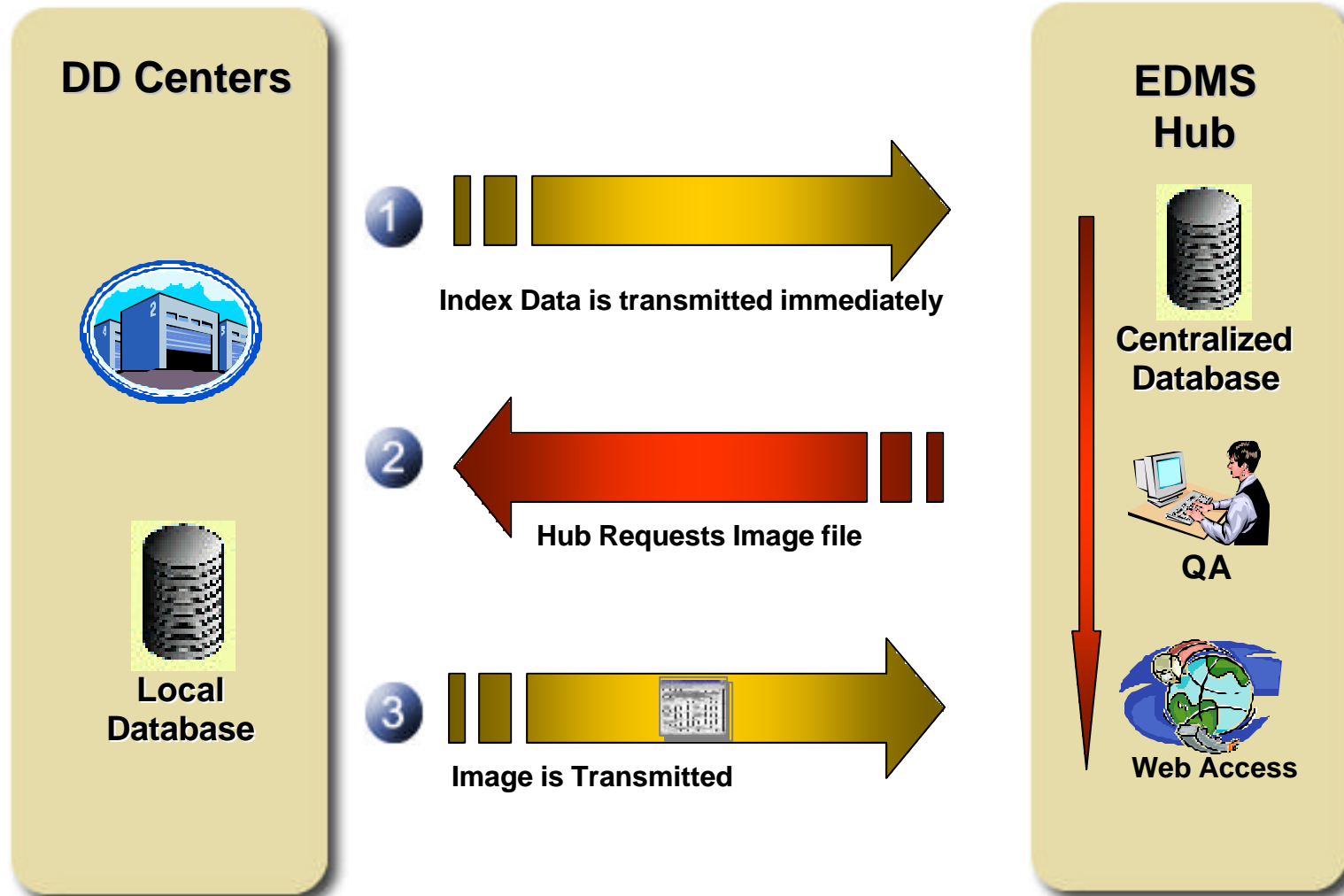
EDMS Future - **Virtual Folders**

- **Contains all related documents**
- **DDC-wide doc/image retrieval**
- **Location transparent**

Digital Folder

Search
- **Contract #**
- **Bill #**
- **NSN**
- **Doc #**
- **Etc.**

DD250

Retrieve
- **DD250**
- **DD1348**
- **Receipts**
- **Etc.**

EDMS HUB

DDs

EDMS Sites

innovative solutions for integrated business

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**Defense Distribution Center
New Cumberland, PA**

DDAA – Anniston, AL	DDHU - Hill, UT	DDRT - Red River, TX
DDAG – Albany, GA	DDJC - San Joaquin, CA	DDRV – Richmond, VA
DDBC – Barstow, CA	DDJF – Jacksonville, FL	DDSP – Susquehanna, PA
DDCN - Cherry Point, NC	DDNV – Norfolk, VA	DDTP – Tobyhanna, PA
DDCO – Columbus, OH	DDOO-Oklahoma City, OK	DDWG-Warner Robins,GA
DDCT - Corpus Christi,TX	DDPW - Puget Sound, WA	DDYJ – Yokosuka, JA
DDDC – San Diego, CA	DDPH - Pearl Harbor, HI	DDDE – Germersheim, EU
	DDMA – Richmond, VA	

Phase I Installations

Phase II Installations

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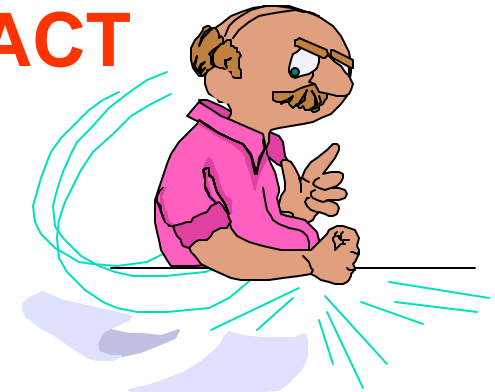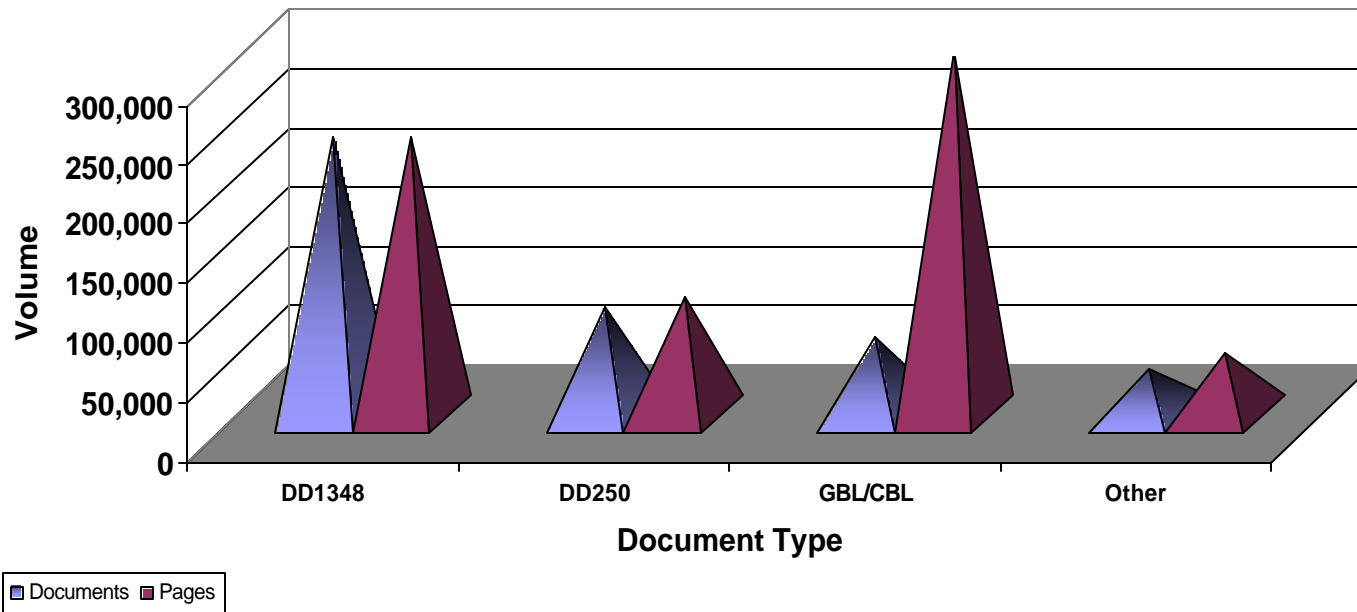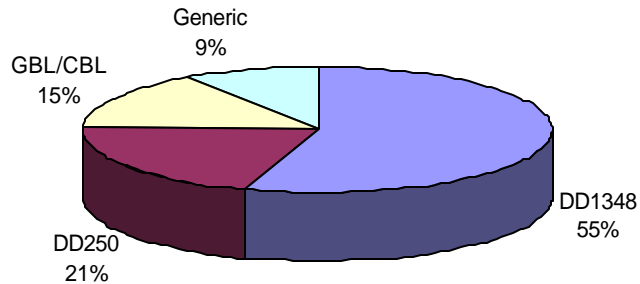
Phase I – Completed June 2002

▶ Implemented prototype system
- ▶ Prototype system installed at DDSP
- ▶ Limited number of forms supported

▶ Deployed to six initial sites
- ▶ DDJC, DDCT, DDDC, DDTP, DDAG, DDPW
- ▶ Processing forms with most **IMPACT**

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System Metrics

▶ More than 425,000 documents (680,000 pages) scanned in first five months

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Phase II – Begins NOW

- ▶ Site Surveys at 15 activities
  - ▶ Identify individual site requirements
  - ▶ Identify next set of documents to template
- ▶ Deploy EDMS to remaining sites
  - ▶ Deployments to begin in early-mid 2003
- ▶ Enhancements to the system
  - ▶ Expand the range of forms processed
  - ▶ Develop records management capabilities
  - ▶ Develop enterprise reporting capabilities
  - ▶ Complete DSS interface
  - ▶ Expand website functionality

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EDMS Site Configuration
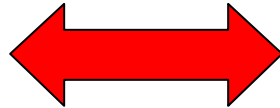
DB/File Server Dell 2550	2 x 1.13ghz processors, 512MB RAM. 4 x 36GB storage Windows 2000 server
Mid Tier Server Dell 1550	1 x 1.13ghz processors, 512MB RAM, 2 x 18GB storage
UPS SmartUPS 3000	1 x SmartUPS 3000 NET 9-Full 24-Half Line Ingram
KVM Splitter	8 way SVGA KVM splitter
Tape Backup	DLT Tape backup 40/80

Optiplex GX240 P4, 1.5ghz, 256 RAM 20GB storage

Scanning Station   **Forms Processing / Verify Station**

Deployment Plan

- Conduct site survey to include BPA
- Configure equipment at contractor's facilities
- Schedule installations
  - Ship equipment to sites one week prior
  - Contractor installs and conducts operational tests
  - Conduct Training
    - System operators
    - System users
      - ✓ Data search and retrieval
- Continued support and improvement

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Points of Contact

DAPS

Mr. Rich Hodgson
DAPS HQ
Director of Information Technology (DAPS-I)
717-605-9328 or DSN 430-9328
rhodgson@daps.dla.mil

DDC

Mr. Frank E. Egan
DDC Headquarters
Director of Information Operations (J-6)
717-770-7271 or DSN 977-7271
fegan@ddc.dla.mil

Integic / Headquarters

Steve Hofinger
Integic Corporation
Operations Leader, Chantilly
703-803-2883
steven.hofinger@integic.com

Fariborz Mortezaee
Integic Corporation
Program Manager, Chantilly
703-803-2250
fariborz.mortezaee@integic.com

Integic / Field Sites

Mark Konetski
Integic Corporation
Project Manager, DAPS HQ
717- 605-1284 or DNS 430-1284
mkonetski@daps.dla.mil

Tom Jablonski
Integic Corporation
Project Manager, DDC HQ
717-770-5600 or DSN 977-5600
tjablonski@ddc.dlc.mil